

Job Announcement

Secretary / Office Manager in Extension Office

SKILLS AND REQUIREMENTS:

- Applicant must have a minimum of high school diploma or its equivalency
- Applicant must be computer literate and have legible handwriting
- Applicant must have knowledge and experience with computers and general clerical work
- Applicant must have good organizational skills and be able to multitask efficiently
- Applicant must have a strong work ethic and work well with others
- Applicant must have the ability to meet deadlines and maintain confidentiality of clientele

DUTIES INCLUDE BUT NOT LIMITED TO:

- Working with the public both in person and on the phone
- Maintaining office files and keeping files in compliance with Texas A&M AgriLife Extension Service Records Retention Policy
- Conducting general clerical and office administration duties
- Assist in planning, promotion, and facilitation of Extension Educational Activities
- Assist with the facilitation of the 4-H program through communication with current and prospective 4-H families
- Assist with 4-H Contest and Livestock Show entries and school eligibility and extra-curricular absence requests
- Agree to be bonded and carry out financial transactions professionally and correctly
- Willingness to be trained in various subjects according to AgriLife policies and direction

Closing date for accepting applications will be March 1, 2024 at 5:00 p.m.